



warfair.

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warfair due diligence questionnaire

This questionnaire is to document the ethical standards by the companies that warfair trades with.

warfair and all involved companies shall strive to follow the,

- [OECD/FAO guidelines for responsible business conduct in agricultural supply chains;](#)
- [Guiding Principles for Business and Human Rights;](#)
- [Core Humanitarian Standard;](#)
- [ILO Convention 190](#) to prohibit, prevent and protect against violence and harassment including sexual violence, abuse and harassment.
- [GRI 205](#) and [UN Global Compact](#) international standards for anti-corruption
- [DIEH Principles on Ethical Trade;](#)
- [Guidelines related to producing and trading in conflict-zones](#) by International Alert.
- [warfair Sanctions Policy.](#)
- [EU Food Safety regulations.](#)

The due diligence questionnaire shall ensure that the transaction and the involved companies uphold minimum required standards described by these policies and principles. The purpose of the questionnaire is also to ensure that all stakeholders, including the staff of all involved companies and all partners, are informed about the ethical standards that they are expected to comply with to the extent possible.

Wherever possible, the information shall be supported by documentation/annexes. Further information, including reference to existing due diligence reports or processes is welcome. The completed questionnaire must be signed by the manager, preferably the CEO of the companies/organisations, responsible for the operations.

In addition to general information, including a web-search, and information from external stakeholders and actors, the questionnaire will provide the foundation for developing a due diligence report for each involved company. The final due diligence report will be presented to the warfair Ethics Committee and should be approved and published before a warfair product is sold to the final consumer.

A. Product

Element	Description	Annex
Product Product name and classification		
Amount Amount imported to EU		
Description Describe the product		
Processing Description of processing, packaging including storage		
Certificates Certificates of origin		
Food products: Certification	HACCP : Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> IFS : Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> BRC : Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> ISO : Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If yes which number(s): _____ Organic: Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Other : Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If yes to any of the above please attach certificate. Comment:	
Food products: Packaging	Does the packaging conform with the EU regulations for Food Contact Materials: https://eur-lex.europa.eu/eli/reg/2004/1935/2009-08-07 in particularly Article 3. Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
Food product: Tests	Have the products been tested for bacteria (e.g. Salmonella, Listeria, E.coli) and/or chemicals (e.g. Aflatoxin, Ochratoxin, heavy metals) or other harmful substances? Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If Yes please attach test latest results	
Invoice Receipts documenting payment for product.	Invoice number: _____ Please attach invoice.	
Insurance	Insurance company used: _____ Please attach receipts for insurance	
Transport	Transport company used: _____ Please attach receipts for transport	
Price	Price paid to producer/farmer: _____ Price of product: _____	
Note		

Any other relevant information		
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B. Producer

Element	Description	Annex
Name Name of company/farmer/unit		
Owner, legal and real Who owns the company/farm/unit (both legal owner and real owners if applicable)		
Address and contact Address of company/farm/unit Telephone, email and website		
GPS GPS coordinates of company/farm/unit Do not share if it can pose a security risk.		
Registration Registration type and document		
Management Name(s) of management (group)		
Staff Number of employees		
Total capital Capital		
Debt and guarantees Outstanding debt and obligations		
Bank Name of bank used		
Auditor Name, address, phone and email of auditor		
Last audited accounts Date, link/attachment of last audited accounts		
Lawyer Name of lawyer used		
Note Other information including description of company/farm/unit		
Human Rights/Responsible Business		
1. Has there during the past two years been any cases or complaints due to discrimination at the work place or in the operations?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
2. Has there during the past two years been any cases or complaints related to sexual abuse, harassment or exploitation or other types of inappropriate, intrusive, intimidating, threatening or exploitative behaviour?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
3. Is there a formal mechanism in place to allow grievance/complaints from staff and potentially affected communities and people?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If Yes please describe/attach description of mechanism. Comment:	
Conflict-sensitivity/Do-no-harm		

4.	Are any of the parties involved in the operations active part of an armed conflict, linked with conflict actors, or involved in financial transactions with conflict actors?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
5.	Has measures been taken to ensure that the activities do not create or exacerbate conflict and/or to ensure that the activities contribute to peacebuilding and resilience against conflict?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If Yes please describe/attach description of measures. Comment:	
Labour/Farmer Rights			
6.	Has there during the past two years been any issues related to occupational health and safety, including threats to human life and health in connection with the operations such as exposure to hazardous materials or working conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
7.	Are there policies in place for occupational health and safety of workers?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If Yes please attach. Comment:	
8.	Has there during the past two years been any cases of forced, bonded or involuntary prison labour?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
9.	Has there during the past two years been any cases of child labour that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
10.	What is the share of women participating in the operation?	0-20% <input type="checkbox"/> 20-40% <input type="checkbox"/> 40-60% <input type="checkbox"/> 60-80% <input type="checkbox"/> 80-100% <input type="checkbox"/> Comment:	
11.	Are there policies in place to promote the participation of women?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If Yes please attach. Comment:	
12.	Does all wages and benefits paid for a working week, meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
13.	Has there been any disputes during the past two years over tenure or land rights?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
Environmental protection			
14.	Has there during the past two years been any observed negative environmental impacts by the operations including pollution with or exposure to toxic and hazardous chemicals or waste?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
15.	Are there any policies and measures in place to promote good agricultural practices, such as the improvement of soil fertility and conservation of biodiversity?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If Yes please attach. Comment:	

16. Has there been any reported cases of animals being treated so that they suffer or show visible discomfort or pain?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
17. Has any measures been taken to limit the impact on climate change by the operations?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
Governance		
18. Has there been any confirmed incidents of corruption (bribery, facilitation payments, fraud, extortion, collusion, money laundering or other fraudulent practices) during the past two years?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
19. Are there anti-corruption standards and procedures in place?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If Yes please attach. Comment:	
20. Has there been conducted anti-corruption training to employees and business partners?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
21. Do the operations and partners comply with both the letter and spirit of the local and national tax law and regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
22. Are there any current public and/or criminal investigations or prosecutions against any part of the operation?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
23. Are there any real or potential conflicts of interest associated with the engagement in the transaction that could negatively impact the integrity and success of the transaction?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> If yes, please describe mitigating measures:	
Innovation		
24. Do the operations contribute to the development and diffusion of new and innovative technologies, products, or solutions?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Comment:	
Impact		
25. If possible, how many jobs (measured in full time occupation/salary to one person in one month) do you estimate has been created by the farming, production, processing, and transport of the product in this transaction?	This transaction has created approximately: _____ months of full-time occupation. Comment:	
Other		
26. Any other disclosures or issues not covered by this form that are relevant to the Due-Diligence process?	Comment:	

Date:	Signature
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	Signed by (name and stamp):

